

**Position Title: Manager – Physical Inspection**  
**Department: Asset Management**

**Join our Team!** At IHDA we strive to create and maintain a work environment that promotes diversity, recognition and inclusion. IHDA is committed to hiring and investing in individuals of diverse talents and backgrounds to ensure a range of perspectives and experiences inform and guide our work of financing affordable housing in the state of Illinois.

**Who we are:** The Illinois Housing Development Authority (IHDA) is one of the Nation's preeminent Housing Finance Agencies and one of the State's ten largest financial institutions. Our mission is to finance the creation and preservation of affordable housing across the state. IHDA oversees more than 20 federal and state programs on behalf of the state of Illinois and serves as one of the state's primary resources for housing policy and program administration. For over 50 years, IHDA has led the state in financing and supporting affordable housing.

**Summary:** This position is housed within the Asset Management department, which monitors long-term physical, financial, operational, and administrative compliance for IHDA-assisted developments. This particular position is housed within the following group:

**Contract Administration:**

The Contract Administration team coordinates operations and compliance with the Portfolio Analysis and Project Operations Compliance teams, as well as external development partners, to ensure long-term physical condition and contractual compliance of IHDA-assisted developments. The team's core responsibilities are: 1) overseeing physical inspection compliance, including in-house inspectors and third-party vendors; 2) administering Section 811, SRN, and Mod-Rehab contracts; and 3) managing data integrity, reporting, and system workflows across IHDA platforms.

**Essential Functions:**

- Analyzes risk and regulatory requirements to develop and maintain a schedule and assignments for required physical inspection activities in coordination with Assistant Director – Contract Administration.
- Provides on-site presence at IHDA-financed developments conducting quality assurance, leading training, and supervising staff and/or vendors (this will account for approximately 15-20% travel).
- Trains, supervises, and assesses performance of Physical Inspection staff to ensure consistency with IHDA standards and compliance requirements.
- Contract administration for third-party inspection vendor including but not limited to: designing and executing a structured onboarding program that prepares the vendor for independent deployment consistent with NSPIRE standards, system requirements, and quality control expectations; developing, monitoring, and acting upon performance metrics; reviewing inspection outcomes; developing and instituting exception reports; implementing quality control measures; monitoring contract; initiating vendor payments; and communicating with vendor to ensure consistency with IHDA standards and compliance requirements.
- Assigns inspections to in-house and contracted inspection personnel, with oversight to ensure consistency in reporting, regulatory alignment, and performance.
- Oversees quality assurance (QA) of physical inspections (conducted by in-house or third-party vendors) through data review, staff debriefings, and supervisory desk- and on-site coordination.
- Oversees compliance filing process including IRS Form 8823 preparation, extension approvals within authorized thresholds, and timely submission consistent with IHDA's 45 day filing obligation.
- Maintains data integrity across all IHDA-designated systems by establishing and enforcing standards for accurate, complete, and timely entry of all inspection activity from assignment through closeout.
- Develops and maintains a strong working relationship with USDA Rural Development staff to ensure appropriate coordination and information sharing in accordance with the related memorandum of understanding.

- Serves as a liaison for program auditors and audits as requested and in cooperation with the Assistant Director, Contract Administration. Develops and recommends policy and procedures changes based upon internal/external audit findings.
- Participates in pre-closing, closing, pre-occupancy, and post-closing discussions, loan monitoring, watchlist, delinquency meetings and meetings as appropriate.
- Appropriately refers troubled properties to the Portfolio Risk Management group.
- Additional duties as assigned.

#### **Education and Experience Requirements:**

- Education: Bachelor's degree required. Experience may be substituted for education at the discretion of the Asset Management department.
- Experience: At least 5 years' experience conducting inspections, bid reviews, and physical needs assessments for Federally-financed affordable multifamily rental housing developments required. At least 3 years of supervisory experience required
- Proficiency in National Standards for the Physical Inspection of Real Estate (NSPIRE), and Real Estate Assessment Center (REAC), required.
- Thorough knowledge of the following funding sources/programs desired: LIHTC, HOME, Section 8, Risk Share, Tax Exempt Bonds, and Illinois Affordable Housing Trust Fund.
- Proficiency in Microsoft Office Suite and HUD inspection software, including REAC, required. Experience with inspection software, preferably INSPECTCHECK.
- Training: General physical inspection and NSPIRE and REAC training required (achieved within one year or earliest available date, whichever is later).
- Certifications: National Standards for the Physical Inspection of Real Estate (NSPIRE) certification and REAC certification. Both certifications must be achieved within one year or earliest available date, whichever is later.
- Valid Driver's License: Required.
- Access to Personal Vehicle: Required along with appropriate insurance.
- Frequency of Travel: Moderate – 15-20% annually.

*Physical Requirements:* Alternating between sitting, standing, and walking. Ascending and descending stairs. Crouching and stooping. Pushing and pulling. Reaching overhead or below. Repetitive task movements (filing, keyboarding, copying). Lifting, carrying, and moving objects of up to 50 pounds.

#### **What we Offer:**

- Paid time off, plus paid holidays
- Currently in a hybrid work arrangement, but candidates must reside in Illinois at time of hire
- Medical/dental/vision/life insurance plans
- Short/long term disability
- Tuition reimbursement
- Flex spending
- 401K plan – immediate vesting
- IHDA employees may be eligible for federal loan forgiveness programs
- Salary range: \$94,997.50 - \$118,746.88

**Must be a resident of Illinois or willing to relocate. Flexible scheduling is available, upon completion of a six-month probationary period.**

To apply, submit resume to:

[https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=ee890b7a-c9a4-4880-b61b-79abf60f096e&cclid=19000101\\_000001&jobId=522772&source=CC2&lang=en\\_US](https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=ee890b7a-c9a4-4880-b61b-79abf60f096e&cclid=19000101_000001&jobId=522772&source=CC2&lang=en_US)

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